

INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	BID DUE DATE & TIME October 24, 2014 11:00 AM
TITLE: EAST BATON ROUGE PARISH HEAD START/ EARLY HEAD START SCHOOL SUPPLIES		RETURN BID TO: PURCHASING DIVISION PO BOX 1471 222 ST. LOUIS ST. ROOM 826 BATON ROUGE, LA 70802 Purchasing Analyst – Arielle Williams Telephone – 225-389-3259 Email- apwilliams@brgov.com
File No: 06642-14 Requisition No: RQ037250		
Ad Dates : October 9, 2014 & October 16, 2014		
VENDOR NAME		
REMIT TO ADDRESS		MAILING ADDRESS
TELEPHONE NO. FAX NO.		CITY, STATE, ZIP
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		E-MAIL
AUTHORIZED SIGNATURE		TITLE
		PRINTED NAME

DELIVERY _____DAYS AFTER RECEIPT OF ORDER

F.O.B. –DESTINATION

TERMS – NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED
TO AVOID REJECTION OF BID

The above signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. After opening, bids may not be withdrawn for a period of sixty (60) days.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be signed. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. City - Parish purchases are excluded from state and local taxes.
19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.

20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES _____ NO _____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in OMB circular a-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

27. Bid prices shall included delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be

examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.

29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

FEDERAL CLAUSES, IF APPLICABLE.

Anti-kickback clause. The contractor hereby agrees to adhere to the mandate dictated by the Copeland "anti-kickback" act Which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the Completion of work, to give up any part of the compensation to which he is otherwise entitled.

Clean air act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders or requirements issued under section 306 of the clean air act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Energy policy and conservation act. The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Clean water act. The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

Anti-lobbying and debarment act. The contractor will be expected to comply with federal statutes required in the anti-lobbying Act and the debarment act.

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

PROPOSAL FORM

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
001	Adjustable Chart Stand LakeshoreLearning Item # ID9890 or approved equal State Product Bid _____	80	Each	\$_____	\$_____
002	Ruled Chart Tablet LakeshoreLearning Item # BJ7471 or approved equal State Product Bid _____	160	Each	\$_____	\$_____
003	Jumbo Pencils LakeshoreLearning Item # MN6 or approved equal State Product Bid _____	80	Set	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
004	White Sentence Strips LakeshoreLearning Item # NF9763 or approved equal State Product Bid _____	160	Pack	\$_____	\$_____
005	Red Baseline Jumbo Picture Story Newsprint LakeshoreLearning Item # TA2694 or approved equal State Product Bid _____	160	Pack	\$_____	\$_____
006	Feels Real Baby Dolls LakeshoreLearning Item # DS300X or approved equal State Product Bid _____	80	Set	\$_____	\$_____
007	Clothes for 14" Baby Dolls LakeshoreLearning Item # DS305 or approved equal State Product Bid _____	80	Set	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
008	Tricycle (3-7 yrs). LakeshoreLearning Easy – Ride Taxi Trike Item # LA157 or approved equal State Product Bid _____	30	Each	\$_____	\$_____
009	Tricyclce (3-6 yrs). LakeshoreLearning Easy-Ride School Trike Item # LA154 or approved equal State Product Bid _____	45	Each	\$_____	\$_____
010	Preschool two-station Sand & Water Table LakeshoreLearning Item # JJ513 or approved equal State Product Bid _____	80	Each	\$_____	\$_____
011	Fully Washable Liquid Tempera – 1 Gallon (80 of each color) LakeshoreLearning Item # PX2128 or approved equal State Product Bid _____	480	Each	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
012	<p>Newsprint Easel Paper</p> <p>LakeshoreLearning Item # TA9 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	80	Pack	\$_____	\$_____
013	<p>White Butcher Paper Roll</p> <p>LakeshoreLearning Item # LX9990 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	20	Roll	\$_____	\$_____
014	<p>Superbright Sulphite Construction Paper</p> <p>LakeshoreLearning Item # TA80X or approved equal</p> <p>State Product Bid</p> <p>_____</p>	160	Case	\$_____	\$_____
015	<p>Manilla Drawing Paper</p> <p>LakeshoreLearning Item # TA4109 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	80	Pack	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
016	<p>Large Crayons – 8 – Color Box</p> <p>LakeshoreLearning Best Buy Large Crayons Item # VX850 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	80	Box	\$_____	\$_____
017	<p>Washable Markers</p> <p>LakeshoreLearning Best Buy Washable Markers Item # JJ439 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	80	Box	\$_____	\$_____
018	<p>School Glue</p> <p>LakeshoreLearning Best Buy School Glue</p> <p>Item # RS264 or approved equal</p> <p>State Product Bid</p> <p>_____</p>	160	Gallon	\$_____	\$_____
019	<p>Safety Scissors</p> <p>LakeshoreLearning Item # GS454Z or approved equal</p> <p>State Product Bid</p> <p>_____</p>	80	Dozen	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
020	Sanitary Mat Divider LakeshoreLearning Item # PM404 or approved equal State Product Bid _____	1600	Each	\$_____	\$_____
021	Daily Routine Puzzle Set LakeshoreLearning Item # LL184 or approved equal State Product Bid _____	80	Set	\$_____	\$_____
022	Let's Go Shopping Food Baskets LakeshoreLearning Item # RR900X or approved equal State Product Bid _____	80	Set	\$_____	\$_____
023	Giant Alphabet Stepping Stones LakeshoreLearning Item # LL257 or approved equal State Product Bid _____	15	Set	\$_____	\$_____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
024	Playground Ball Set LakeshoreLearning Item # GB201 or approved equal State Product Bid _____	15	Set	\$_____	\$_____
025	Classroom CD & Single Cassette Player LakeshoreLearning Item # EE493 or approved equal State Product Bid _____	30	Each	\$_____	\$_____
026	Classroom Favorites CD Library LakeshoreLearning Item # CD270DX or approved equal State Product Bid _____	80	Set	\$_____	\$_____

TOTAL AMOUNT \$_____

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

GENERAL: The intent of this proposal is to establish prices for School Supplies for the City of Baton Rouge/ East Baton Rouge Parish Head Start / Early Head Start Centers. The evaluation of the services offered and the determination of the lowest responsive and responsible bidder will be the sole responsibility of the Purchasing Division after consultation with the using agency.

SPECIFICATIONS:

Item # 001 – Adjustable Chart Stand

- Steel frame with a chrome finish and rubber, no – mar feet. Stand adjusts from 53 ½ to 63” high, 30 ½” wide.

Item # 002 – Ruled Chart Tablet

- 25 Sheets, each 24” x 32”

Item # 003 – Jumbo Pencils

- Set shall include 36 chubby pencils. Each pencil is 3/8” thick.

Item # 004 – White Sentence Strips

- Each strip shall be 3” x 24”.

Item # 005 – Red Baseline Jumbo Picture Story Newsprint

- 250 Sheets of 12” x 18” Paper with red baselines; each sheet is ruled at 5/8”.

Item # 006 – Feels Real Baby Dolls

- 14” Multiethnic dolls. 4 molded vinyl dolls

Item # 007 – Clothes for 14” Baby Dolls

- 10- pc cotton/poly set. Set is to include 4 hats, 2 shirts, 2 onesies and 2 bottoms.

Item # 008 – Easy – Ride Taxi - Trike

- Tricycle built for two. 43 ¼" long, seats are to be 16" high.

Item # 009 – Easy – Ride School Trike

- 29 ½" long, seat is to be 13 ½" high.

Item # 010 – Preschool Two- Station Sand & Water Table

- Features two tubs, 4 locking casters for transport. Table is 46 ½"w x 22"d x 25"h.

Item # 011 – Fully Washable Liquid Tempera – 1 Gallon

- Colors are red, blue, yellow, white, black and brown. Agency needs 80 of each color.

Item # 012 – Newsprint Easel Paper

- 500 Sheets of 18" x 24" paper.

Item # 013 – White Butcher Paper Roll

- 1,000 ft. of strong, 40-lb paper. Measures 36" wide.

Item # 014 – Superbright Sulphite Construction Paper

- 9" x 12" case. Case of 50 packages, must all be the same color.

Item # 015 – Manila Drawing Paper

- 9" x 12" Manila Drawing Paper. Thick, 50-lb paper. Each pack contains 500 sheets

Item # 016 – Best Buy Large Crayons – 8-Color Box

- Box contains 400 crayons, 50 each of the following colors: purple, red, green, yellow, black, blue, brown and orange

Item # 017 – Best Buy Washable Markers

- Broad-Tip, Class Pack is to include 200 markers in a storage box.

Item # 018 – Best Buy School Glue

- A gallon

Item # 019 – Safety Scissors

- 5” scissors with smooth plastic blades that cut through paper, but won’t allow kids to cut through their hair or clothes.

Item # 020 – Sanitary Mat Divider

- Vinyl; 24” x 48”

Item # 021 – Daily Routine Puzzle Set

- Set of 6 9” x 12” wooden puzzles; each has 8-10 pieces.

Item # 022 – Let’s Go Shopping Food Baskets Complete Set

- Set includes 4 plastic baskets & 65 food pieces. Baskets are 11” x 8 ½” x 5” high.

Item #023 – Giant Alphabet Stepping Stones

- Set of 26. Stones shall come in two heights. Tall stones are 8” x 9” x 5” high.

Item # 024 – Playground Ball Set

- 10 ball set shall include a 13” ball, a 10”ball, six 8 ½ balls and two 6” balls all in a storage net.

Item # 025 – Classroom CD and Single Cassette Player

- Unit allows you to record from CD to cassette.

Item # 026 – Classroom Favorites – CD Library

- Set is to include 5 CD titles.

***** All applicable shipping charges shall be included in the total price*****

BIDDER'S ORGANIZATION BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ ,
a corporation organized under the laws of the State of _____ and domiciled in _____ was held this _____ day of _____, 20____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____ a corporation created under the laws of the State of _____ domiciled in _____ that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____ 20 __ , as said resolution appears of record in the Official Minutes of the Board of Directors in my possession. This _____ day of _____, 20 _____

SECRETARY

AFFIDAVIT

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared

who, being duly sworn did depose and say:

That he is a duly authorized representative of _____
receiving value for services rendered in connection with the

SCHOOL SUPPLIES

a public project of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana: that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services in connection with the construction, alteration, or demolition of the public building or project or in securing the public contract were in the regular course of their duties for him; and that no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the construction of the public building or project were in the regular course of their duties for him.

This affidavit is executed in compliance with the provisions of LA R.S. 38:2224.

Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this ____ day of _____ 2014.
Baton Rouge, Louisiana.

NOTARY PUBLIC